

Summer Feeding 2016

Department of Health and Hospitals Requirements and Helpful Information

- All sites that meet specifications will be temporarily permitted by the parish DHH office where the site is located.
- For each site, the Summer Feeding Site Questionnaire must be filled out and submitted to the parish DHH office a minimum of two (2) weeks before the projected food service begins. Do not wait until two weeks before if the application is ready to submit. For sites without an annual permit more information may be required. Fill out the Plans Review Questionnaire as well.
- **New For 2016:** Plumbing, including restroom count and grease trap sizing is reviewed and approved by the Chief Building Inspector in the city/parish office.
- After the plans are approved for an individual site, an inspection may be requested by contacting the parish DHH office. The inspection will be fit into an inspector's schedule.
- An individual with the legal ability to sign for the Sponsor must sign the temporary permit to operate (LHS-31.) This may be done before the inspection or at the time of inspection.
- A person in charge must be onsite at the time of inspection. When scheduling an inspection, be prepared give that person's name and a contact phone number. Also, specific directions to the site location's kitchen may be helpful for the inspector.

Helpful Information

- Check out DHH's retail food webpage www.eatsafe.la.gov for information on "How to Open a Food Establishment" and a "Pre-Opening Checklist" and "Pre Inspection Information." Click on the "For New Businesses" box for these links.
- You may contact the local parish DHH office for the Summer Feeding Site Questionnaire or find it in *Sanitarian News* at www.eatsafe.la.gov.
- Not every DHH office has clerical staff. Remember to contact the office before stopping by to ensure someone will be there to help you.